**Student Rubric for Interview Practice**

CWEX 20/30

**Student Objective:**

* We can practice the skills of completing a confident interview
* We can observe our peers for the habits of a good interview
* We can observe our peers for habits and skills that they can work on in an interview situation
* We can reflect on our own interviewing skills

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| --- | --- | --- | --- |
| **Skills/Observations** | **Nope** | **Meh** | **Yep** |
| **Greeting** Professionalism  Eye Contact  Communication | \*No greeting  \*No handshake  \*Little or no eye contact  \*Unacceptable behavior  \*Does not bring copy of resume | \*Acceptable behavior, lacking professionalism  \*Weak handshake  \*Introduced self with "Hi" or other inappropriate greeting  \*Use of some eye contact | \*Professional behavior  \*Greets interviewer with "Hello", handshake, "thank you."  \*Excellent eye contact  \*Hands resume to interviewer |
| **Preparation**  Knowledge  Prepared | \*Knows nothing about the available position or seems to make up information  \*Student did not prepare for any of the questions being asked | \*Knows some general information about the available position  \*Prepared for some questions | \*Knowledgeable about the available position and relates skills to the job  \*Prepared and practiced interview questions |
| **General Attitude**  Interest  Responses | \*Lack of interest and enthusiasm  \*Answers "yes" or "no" and fails to elaborate; talks negatively about past employers  \*Negative and pessimistic attitude  Doesn't smile | \*Brief slouching, but quickly corrects self  \*Good tone of voice, but answers still hesitant  \*Some nervous fidgeting | \*Good posture  \*Nice tone of voice, speaks clearly  \*No nervous habits  \*Minimal mistakes in sentence structure and grammar |
| **Poise and Delivery**  Posture  Communication  Nervousness  Vocabulary | \*Posture is slouching and shows no interest  \*Communication is muffled and hard to hear  \*Applicant seems nervous the whole way through the interview  \*Vocabulary is limited and easily offends interviewer (swearing and umma and ahhhs) | \*Posture is good at the start of the interview and begins to fall halfway  \*Communication is consistent but there are a few times where the interview must ask things to be clarified  \*Applicant is noticeably nervous at the beginning of interview but loosens up as it progresses  \*Vocabulary is consistant but has some “umms and ahhs” | \*Posture is consistent and confident the whole way through the interview  \*Communication is well thoughts out, direct, and clear  \*Applicant show knows signs of being nervous but is confident without being cocky  \*Vocabulary is thorough and well thought out in delivering answers |

**Prairie South School Division No. 210**

**Career and Work Exploration Program**

**SUGGESTED INTERVIEW QUESTIONS**

Students enrolled in the Career and Work Exploration Program is required to follow an interview process. Employers are asked to conduct an interview with students similar to that of a potential employee. We have provided both traditional interview questions, along with some behavioural interview questions that many employers are now asking prospective employees. Regardless of which questions you ask, we recommend that you ask around five to seven questions. Please note that because this work placement may be the first job that some students have had, they may need to provide examples from school or elsewhere to answer these questions, rather than from previous jobs.

1. Why have you selected our business as your work placement site?
2. Tell me about your qualities and talents that would help you in this work placement.
3. What do you want to accomplish/learn in this work placement?
4. Give me an example of a problem you have faced on the job or with some kind of work you have done in the past and how you solved it.
5. What do you do when people disagree with your ideas?
6. Describe a time when you were not satisfied with work you’ve done, either on the job or in school and what you did about it.
7. Explain a time when you went above and beyond the call of duty to get a job done.
8. Tell me about a situation when it was important for you pay attention to details. How did you handle it?
9. What are some areas you see yourself wanting to improve?
10. What have been your most rewarding experiences in school?
11. What are your greatest strengths?
12. Tell me about a time you worked on a project as a team member and what you contributed.
13. Tell me about a goal you had set and how you went about reaching it.
14. Give me an example of one of your greatest accomplishments to date.
15. If you have a difficult decision to make, how do you go about making it?
16. What are your hobbies and outside interests?
17. What do you see yourself doing in the next three to five years?
18. Is there anything you would like to tell about yourself that hasn’t been asked in the interview?
19. Do you have any questions?